

**SUGGESTED COVER SHEET FOR FAX FILING**

**TO:** DISTRICT COURT CLERKS

**FAX#:** 972-548-4697 (Civil) 972-548-4764 (Criminal)

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

( ) Subscriber

FAX# \_\_\_\_\_ PHONE# \_\_\_\_\_

Number of Pages transmitted including this cover sheet \_\_\_\_\_

RE: \_\_\_\_\_

**VS**  
\_\_\_\_\_

( ) New Suit or ( ) Cause # \_\_\_\_\_

PLEASE FILE THE DOCUMENTS WHICH FOLLOW..... AND:

( ) ISSUE CITATION(S) AND DELIVER TO \_\_\_\_\_

( ) ISSUE \_\_\_\_\_ & DELIVER TO \_\_\_\_\_

( ) OTHER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

( ) EXPLICIT INSTRUCTIONS TRANSMITTED ON A SEPARATE SHEET

**IF TRANSMISSION IS INCOMPLETE OR INSTRUCTIONS ARE NOT CLEAR,**

**PLEASE CALL \_\_\_\_\_ AT THE NUMBER ABOVE.**

**CHARGE AUTHORIZATION**

PLEASE CHARGE THE TOTAL AMOUNT DUE FOR THIS TRANSMISSION TO:

ESCROW ACCOUNT # \_\_\_\_\_

SIGNATURE \_\_\_\_\_